

Grimes Community Complex

GUIDELINES



For more information, call 515-986-2143
www.grimesiowa.gov

Thank you for considering the Grimes Community Complex as a venue for your next meeting or special event. We hope you and your guests enjoy the facility and park as much as we do.

The Grimes Community Complex is available to individuals, private interest groups, businesses, civic organizations, non-profit organizations, and service groups. It is an ideal space to host business meetings, educational seminars, private parties, and celebrations. (i.e.: weddings, family reunions, graduations, birthday parties, 1st communions, etc.) The individual who signs the *Facility Liability Agreement and Alcohol Responsibility Agreement* assumes all responsibility for the rental and will be noted as "User" in this text. All local, state and federal laws and regulations must be obeyed.

GENERAL

- Pets (other than service animals) and recreational devices (including in-line skates, roller skates, skateboards, bicycles, and tricycles) are prohibited in the Community Complex.
- Grimes Community Complex will not be responsible for lost, misplaced, or stolen items.
- Selling of any goods or services on the Community Complex property is prohibited without prior written approval from the Parks and Recreation Office.
- All activities must be appropriate to the facility's intended use. When in doubt, please inquire prior to requesting a reservation.

HOURS OF OPERATION

Fall/Winter (October 1- April 30)

Monday-Friday 8:00am-4:30pm

Saturday 8:00am-3:00pm

Sunday Noon-6:00pm

Weekends are by reservation only

Spring/Summer (May 1- September 30)

Monday-Friday 8:00am-4:30pm

Saturday 9:00am-3:00pm

Sunday Noon-4:30pm

Weekends are by reservation only

HOLIDAYS

Grimes Community Complex is closed on the following holidays:

- New Year's Eve (open until 5pm)
- New Year's Day
- Civil Rights Day
- Memorial Day
- July 4th

- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

AFTER-HOURS/CLOSINGS

- After hour rental requests must be requested 30 days prior to the date of the event and are only allowed on Friday and Saturday evenings.
- Reservations may only be booked until 11:00pm, and must include User clean up time.
- The facility can NOT be booked on any holidays.
- If facility is closed due to weather, User will be refunded within 30 days of the event.
- A minimum fee of \$100.00/hour will be collected if User is not out by stated end time.

LIABILITY

- User assumes all liability for damages caused by their guests.

FOOD/CATERING

- Grimes Community Complex does not require the use of a specific catering company.
- Homemade food items are also acceptable.
- Linens, serving dishes and utensils are not included.
- Please report any beverage or food spills immediately to the facilities staff.

CONFIRMING RESERVATION

- Users can check for available dates and times on registration website.
- A reservation is established when the Facility Liability Agreement and the Alcohol Responsibility Agreement have been completed and submitted, along with payment.
- Reservations will be “pending” until approved by the Parks and Recreation Office.
- Email confirmation will be sent once approved.
- Any failure to complete all parts of the application process may result in termination of the reservation.

PAYMENT

- Full payment is due at time of reservation.
- *Once payment is received and reservation is approved, there are no refunds or transfers for rentals.*
- \$100.00 refundable deposit is due at time of reservation.

Type of payments accepted:

- Credit Card: Visa, MasterCard, Discover

DAMAGE/CLEANING DEPOSIT

- **Please note: The damage/cleaning deposit is separate from the rental fee.** If no excess charges have been incurred, the damage/cleaning deposit may be refundable. The damage/cleaning deposit guarantees the satisfactory clean-up of the facilities and equipment, and covers any

damage that may have been caused by the User and their guests. Charges in excess of the security deposit will be billed separately and will be the responsibility of the User.

- User damage/cleaning deposit will be forfeited for not adhering to ALL stated cleaning requirements, for any damages resulting from use, and for not vacating the premises by the time stated in the User contract. Exceeding scheduled hours will result in additional charges.
- A minimum fee of, but not limited to, \$50.00 will be collected from the damage/cleaning deposit if additional cleaning expenses are incurred. User will be responsible for all additional cleaning fees incurred by the City of Grimes.
- Damage/cleaning deposit must be paid at time of reservation.
- It is the User's responsibility to report any damages to staff on site upon arrival, ensuring damages will not be assessed to the User during the course of occupancy.

SET-UP/BREAKDOWN/DECORATING

- Set-up is the responsibility of the User.
- All spaces must be returned to the original set up.
- **All decorating, set-up and breakdown time must be included in the "use hours" requested at time of reservation. A minimum of 30 minutes prior to and 30 minutes after event time is required.**
- Paints, glues, adhesives, flammable liquids, or open flames are not permitted. (Birthday candles lit on a cake are permitted)
- Glitter and confetti decorations of any type are prohibited.
- Use of tape, thumbtacks or nails are strictly prohibited. Only mounting clay or poster tack can be used on all surfaces (Command Strip products only – no duct tape and no packing tape).
- Balloons may be used; however, **ALL** balloons, ribbon and string must be removed at the end of the event.
- Rice may not be thrown in or around the facility. **NO SMOKE /FOG MACHINES, NO BUBBLE MACHINES, NO FIREWORKS, NO GLITTER, NO CONFETTI, NO SILLY STRING** (Other items must be pre-approved).
- **All decorations and mounting materials must be removed in their entirety at the completion of the contracted rental period.**

ALCOHOL USE

- Permission to serve alcohol must be requested once reservation application has been completed online.
- Staff will send the Alcohol Responsibility Agreement and collect the refundable alcohol deposit of \$200.00 by credit card or check. Any costs for repair, damages, or cleaning incurred during the event will be deducted from deposit.
- All state and local laws, and ordinances will be strictly complied with, regarding the use and consumption of alcoholic beverages. Only wine, champagne and beer (cans only, no kegs) are allowed without a state liquor permit.
- A Polk County Police Officer is required for events with alcohol. (515-286-3306)
- Cash bars (the selling of alcohol, including selling tickets for alcohol or the service of spirits or liquor) require the appropriate **STATE OF IOWA LIQUOR LICENSE along with DRAM SHOP INSURANCE, a LICENSED BARTENDER and a POLK COUNTY POLICE OFFICER.**
- It is the responsibility of the User to secure the State of Iowa Liquor License or ensure the caterer/bartender has the appropriate licenses. Appropriate documentation must be posted during the event and provided to Parks and Recreation Staff prior to the event date.

CLEANING REQUIREMENTS

- The facility must be returned to its original condition and standard room set up following every event.
- All personal items must be removed from the building.
- Cleaning supplies and checklist are provided to help guide the User to a successful check out.
- User agrees to pay the refundable cleaning deposit of \$100.00 at time of reservation.

OVERNIGHT STORAGE

- Grimes Community Complex does not allow any Users to leave any items within the facility after the completion of the rental period. All items, including rented items such as; chairs, linens, decorations, sound equipment, dance floors etc., must be removed from the premises at the completion of the rental period. **No exceptions.**

LOADING & UNLOADING

- Users, including vendors, who need to unload items, are able to do so from the north parking lot and/or southeast doors of the Grimes Community Complex. These doors stay locked at all times and all guests must enter from the east main doors.
- Absolutely no propping open of any doors outside of loading period.
- Do not drive on the sidewalk or grass.

AUDIO VISUAL EQUIPMENT-WiFi

- Grimes Community Complex is equipped with an AV system in Room 402 and the Banquet Hall, which allows Users to connect a device to our system. We provide HDMI and VGA connection. Our system includes a projector screen, a microphone (Banquet Hall only), and a speaker system throughout the space.
- If the User needs to use audio equipment for their event User must include that information in their reservation application.
- Users **are not allowed** use of the sound booth in the Banquet Hall.

WiFi is available

Password: lovegrimes

FACILITIES & GROUNDS

- The facilities offered are within the property of a public park and the grounds are open to the public.
- A signed rental agreement allows for use of the room and the immediate grounds surrounding the buildings. Although Users are welcome to utilize the park area, there is no guarantee that other members of the public will not also be on the premises.
- **Smoking is not permitted** within the facility or within the park.
- No city furniture may be used in the outdoor space.

ROOMS AVAILABLE TO RENT

Room 402: A great casual space, perfect for a medium-size meeting or party. This space has 8 round tables with brown cushion chairs, a flat screen TV, and a projector that moves down from the ceiling with sound system. It also has ample counter space with a sink and full-size fridge for storage and placement of food and beverages.

Room 205: A great space for a small-to medium-size meeting or party. This space has 8 card tables and a flat screen TV. This room also provides 3 long tables. Room 205 has 32 brown cushion chairs, which creates an ideal space for smaller gatherings.

Banquet Hall: Our beautiful 4,500 sq. ft space located on the NW corner of the facility is perfect for a large event or seminar. This area can hold up to 225 people seated at our 5ft round tables. Sound system, projector, and microphone can be used with approval and an AV/Audio walk through. Small kitchenette with full-size fridge is also provided. Standard room set up is with chairs set in rows. **All Users must return the space to this standard set up by the end of the rental period.**

Kitchen/Cafeteria: This space is located by the main (east) entrance of the facility and includes 8 round tables with chairs and 2 long tables. The space offers 2 serving windows, a full-size fridge, a microwave and 2 stoves. This is the perfect place to host family reunions or graduation parties.

Gym: Located in the center of the facility, this space has 2 adjustable baskets (8-10ft) with bleachers. Basketballs are provided. Adult supervision is required.

FACILITY RENTAL PRICING

Rooms	Rental Rate Per Hour	For-Profit Rate
Room 402	<i>\$30.00/hr</i>	<i>\$70.00/hr</i>
Kitchen/Cafeteria	<i>\$25.00/hr</i>	<i>\$70.00/hr</i>
Banquet Hall	<i>\$45.00/hr</i>	<i>\$100.00/hr</i>
Gym	<i>\$30.00/hr</i>	<i>\$70.00/hr</i>
Room 205	<i>\$25.00/hr</i>	<i>\$70.00/hr</i>
After Hour Fee	<i>\$30.00/hr</i>	<i>\$50.00/hr</i>

	Banquet Hall 4,500 Sq. Ft.	Cafeteria 2,500 Sq.	Gym 3,435 Sq.	Rm.402 1,200 Sq.	Rm. 205 950 Sq.
5' Round	31	8	-	8	-
6' Long	6	n/a	-	2	-
8' Long	9	2	-	-	3
Card Tables	-	-	-	-	8
Black Chairs	-	70	-	-	-
Brown Cushion	285	-	-	48	32
Fridge	1	1	-	1	-

MULTI-DATE RESERVATIONS

- Multi-date reservations must be submitted to the Parks and Recreation Department through email and will be approved once it's confirmed there are no conflicts.
- Multi-date events can only be made once per month for multiple months.

GYM RESERVATIONS

- Users wanting to rent the gym from October-April, must go online to our registration site to sign up for dates/times they would like to rent.
- Resident teams (teams comprised of more than 75% Dallas Center Grimes students) can start on the first Monday of October at 9:00am.
- Non-resident teams can start October 16 at 9:00am.